

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 1713***

**FLSA: Exempt**

**CLASSIFICATION TITLE: MANAGER, DESIGN CENTER**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to manage the planning of the Design Center. Duties and responsibilities include, but are not limited to: provides planning and design oversight for the downtown area; serves as public relations liaison for dignitaries visiting the downtown area.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Manages the operational aspects of the design center; develops and monitors assigned budget; approves purchase requests; serves on various committees; acquires consulting and vendor services by composing RFPs, contracts and other documents.

Develops, updates and revises the City's plan for downtown and other areas as assigned; coordinates district planning activities; conducts public meetings to develop consensus; coordinates the implementation of downtown, district and other plans as approved.

Reviews and makes recommendations for development proposals of assigned areas; develops design guidelines for land parcels owned and marketed for development by the City.

Coordinates the development and revision of design guidelines for local historic districts; provides oversight on zoning cases; serves as liaison with Tennessee Historic Commission in the capacity of a certified local government coordinator; provides oversight on state historic grant applications and administration.

Serves as public relations liaison for the city between dignitaries and other individuals visiting the downtown area; provides oral and written presentations to

international visitors, civic organizations, potential employers, and visitors from other cities; answers questions and provides information.

Serves on Riverwalk Committee; develops site plans for extension and enhancements; performs site analysis and field reconnaissance.

Serves on area and neighborhood planning teams; attends staff meetings for long-range planning division; collects and analyzes neighborhood data; reports information to planning division.

Develops and drafts model development regulations and codes; coordinates an assigned code development team for projects and activities; ensures compliance with all federal, state and local rules and regulations.

Serves on staff review of zoning team; monitors changes in planning district and maintains updated information; reviews rezoning proposals and makes recommendations; assists in zoning policy studies; reviews site plans.

Attends meetings, seminars, workshops and training classes to keep apprised of changes in legislation and current trends; applies current information to daily work routine; ensures compliance by other City staff.

#### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

#### **MINIMUM QUALIFICATIONS**

Minimum Bachelor's degree in Urban Studies or Architecture, with Master's level course work in the field; Master's degree strongly preferred; supplemented by one (1) to two (2) years previous experience and/or training involving site planning, design, architectural drafting, neighborhood planning, development or related; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organization problems of major functions.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

#### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and texture. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.